SHELTON STATE COMMUNITY COLLEGE LIBRARY
MEMORANDUM

TO: _____Don Bell
           _____Sully Cochrane
           _____Carol Bussey
           _____Tran Moore
           _____Lis Turner
           _____Jean Epps
           _____Jean Mack
           _____Lori Carver
           _____Debbie Grimes

FROM: Debbie Grimes
RE: Annual Library Report, 1992-1993
DATE: May 18, 1994

    Attached is a copy of the annual library report for 1992-93.
Please look over it and let me know if you would like to have additional
information or a copy of your own. I always keep a copy on file in
my office.

    Keep in mind that this reflects the <u>history</u> of the library,
especially since I am so late in getting this report out!

    After you have read the report, check your name above and send
it to the next person on the list. Please don't keep the report more
than a day or so.

SHELTON STATE COMMUNITY COLLEGE LIBRARY
MEMORANDUM

TO: Arthur Howington
        Hugh Kynard
        Ted Spring
        Tom Umphrey
        David Cantrell, Chairperson, Subcommittee on the Library
        Jim Purcell, Office of Institutional Research
        Jim Jolly, Chair, Self-Study Subcommittee on the Library

FROM: Debbie Grimes

RE: 1992-93 Library Annual Report

DATE: May 18, 1994

        Attached is a copy of the 1992-93 Annual Report of the Library.
As you can see, this is not the same as the unit annual report submitted
to Dean Howington as part of the planning/ evaluation process. It is,
instead, a narrative account of the activities of the Library during
1992-93, and it includes annual statistical information. Please let
me know if you need to have any of this information clarified.

        PLEASE NOTE: This report covers fiscal year 1992-93,
        beginning October 1, and it is LATER THAN EVER BEFORE!
        I've been waiting since January for some information
        from the Business Office.   I have not received this
        information but finally decided to send the report out anyway.
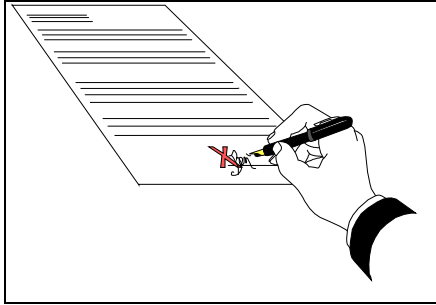
SHELTON STATE COMMUNITY COLLEGE

LIBRARY ANNUAL REPORT

1992-1993

This report summarizes the activities and progress of the Library and states its goals for 1993-94.

GOALS 1992-93

1.The library collection development plan will be revised and updated.

The library collection development plan was revised and updated. After discussing proposed directions with the Subcommittee on the Library and Library Faculty, the Director prepared a collection development plan for 1993-98. Other input to the plan included faculty requests and weaknesses identified during the inventory conducted in January 1993. In addition to outlining subject target areas, the following plans were added: CD-ROM databases (with full-text articles); use of Local Area Networks; and/or access to databases via the Dynix workstations. A copy of the new collection development plan is on file in the office of the Director. Copies have been distributed to the Library Faculty.

2.A needs assessment will be conducted to determine the library/media needs of off-campus sites and of the Alabama State Fire College and Water/Wastewater Treatment Center programs.

A needs assessment was conducted for services to the Eutaw and Centreville off-campus sites, where three or four classes are offered each semester. Results indicate that the present means of supplying library information and services is not adequate to meet off-campus needs and that instructors and students do not consistently receive information on library services. A handout was developed and distributed in February 1993 and revised in September 1993 to address problems identified in the needs assessment conducted in May 1993. At the request of the Director, the Dean of Academic Services scheduled a meeting between the Director and Ronald Range for the purpose of discussing library services to off-campus sites. Communication between college personnel responsible for off-campus classes and the Director, however, is inconsistent. The Director has asked the

personnel responsible for off-campus classes to distribute handouts, provided by the Library, to all students and faculty. A copy is attached. Further work in this area is addressed through a goal for 1993-94.

Needs assessments at the Alabama State Fire College (ASFC) and Water/Wastewater Treatment Center (WTC) were not conducted. Discussion with the Director of the ASFC indicates that the programs are self-contained and that library/AV resources are provided by the ASFC for its classes throughout the state. The WTC is currently inactive and its administrative status is unclear.

3. A theft detection system will be researched and a proposal for selecting and implementing a system will be developed.

The Director spoke with representatives of theft detection system vendors and acquired pricing and other information. Costs for a system for the Junior College Library were included in the 1993-1994 budget request. However, because of budget limitations and the greater need for implementing the automation system, the theft detection system was deleted from the final budget. It will be added to the 1993-95 budget, but, in reality, a theft detection system will probably not be funded until the move to the new campus.

4. The library will select, acquire, and install an integrated online library automation system with cataloging, PAC, circulation, reserve, and E-mail functions. If possible, both libraries will be automated; if not, the Junior College Library will be automated, with plans for automating the Technical Library detailed for 1993-94.

Specifications were developed and bids were let for the library automation system in October 1992. The bid from Dynix Corporation was accepted in January 1993. Because of financial problems within the college as a whole, the contract was not signed until much later in the year than anticipated. Further complications regarding completion of the room for the computer and wiring also delayed installation. By September 30, 1993, the room and wiring were incomplete. However, most of the automation equipment had arrived and library staff members anticipated installation and training as soon as possible.

During the summer, two Task Forces were established to consider decisions related to the automation project. One Task Force, headed by Deborah Bonner, was responsible for developing ideas for training users and celebration of the new system. The other Task Force, headed by Jean Epps, was responsible for developing ideas for barcoding books and user I.D.'s. Both Task Forces met and presented ideas at a second staff meeting. Further action will be required of these Task Forces in 1993-94.

Additional activities related to the college's long-range plan are detailed in Form A/Unit Annual Report and described in other sections of this report.

BUDGET AND INCOME

The 1992-93 budget originally totaled $168,334 (excluding salaries). The President provided $40,000 for use in the automation project; the remainder (approximately $40,000, however, was taken from the current library budget. As a result, Library Enhancement funds were used to continue subscriptions and standing orders. No other new books, audiovisuals, or AV equipment were purchased through institutional funds. In addition, the change from the quarter system to the semester system caused financial difficulties within the college that further reduced the funding provided for the Library. A total of $117,727.11 was spent through the library budget for 1992-93.

Income was generated by the Library (both campuses) through the following categories for 1992-93:

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Both libraries--Payment for lost books        $   694.29
JC Library--Overdue fines                         240.00
Tech. Library--Overdue fines                       64.10
JC Library--Microfilm/transparency copies         125.12
JC Library--Copier receipts                    13,770.35
Tech. Library--Copier receipts                  2,776.00
Both libraries--Patron cards                        5.00
                                               ---------
TOTAL                                         $17,674.86
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A direct/indirect cost analysis prepared by the Business Office for 1992-93 reflects a profit margin of _____* generated by enrollment of 2,108 students in LBS 101 and 102. The sale of <u>Library Guides</u> used by students in LBS 101 and 102 also generated a small income for the college.

Total <u>known</u> income generated by the Library for 1992-93 was $_____.*

*THIS INFORMATION HAS BEEN REQUESTED FROM THE BUSINESS OFFICE FOR FIVE MONTHS.
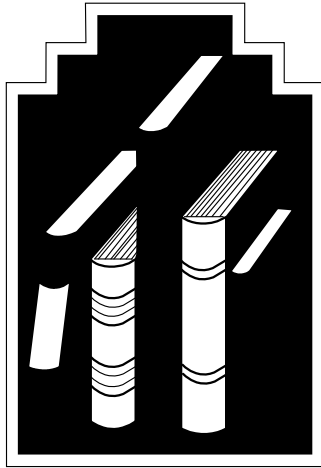
LIBRARY HOLDINGS

The charts below summarize library acquisitions and total holdings for 1992-93. The following figures reflect the inventory conducted in January 1993 and subsequent weeding in all subject areas. Because of the channeling of funds from the book budget, acquisitions for 1992-93 are out of line with previous years.

HOLDINGS AS OF SEPTEMBER 30, 1993

Category	*No. Added	No. Withdrawn	Cumulative Total
Jr. College Library CLASSIFIED BOOKS	588	182	33,620
Tech. Library			

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CLASSIFIED BOOKS            40              0           2,572

Tech. Library
UNCLASSIFIED BOOKS           5              0           1,065
                           ----           ----         ------
TOTAL BOOKS                633            182          37,257


Jr. College Library
AUDIOVISUALS                 0              0           1,885

Tech. Library
AUDIOVISUALS                38              0           2,301
                           ---             --          -------
TOTAL AUDIOVISUALS          38              0           4,186

Jr. College Library PERIODICAL SUBSCRIPTIONS   =   300
Technical Library PERIODICAL SUBSCRIPTIONS     =    82
                                                  -----
TOTAL PERIODICAL SUBSCRIPTIONS                 =   382

Jr. College Library Periodical Subscriptions on Microfilm =  142
Jr. College Library Reels of Microfilm =  3,209

* This number includes those volumes purchased in previous budget.
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COMPARATIVE LIBRARY HOLDINGS

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Increase in book holdings       1979/80--1989/90       165%
                                 1984/85--1989/90         12%
                                 1991/92--1992/93          1%

Increase in AV holdings          1979/80--1989/90       330%
                                 1984/85--1989/90         22%
                                 1991/92--1992/93       .009%

Increase in periodical subs.     1979/80--1989/90        50%
                                 1984/85--1989/90          5%
                                 1991/91--1992/93       .008%
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COMMENTS: As illustrated by the comparative statistics above, increases in collection size have dropped off significantly. At the current rate of growth, the library cannot support old programs with increased enrollment much less new programs constantly added to the

curriculum. Also affecting the size and quality of the collection are weeding of older materials, price increases, and failure of students to return borrowed materials. The budget for new information technologies for current information, particularly CD-ROM full-text databases, is especially limited.

TOTAL BOOK HOLDINGS, BOTH LIBRARIES, AS OF 9/30/93

Subject Field	9/30/93 (REF + Circ.)	%	Circulating Collection Only	%
Reference, all subjects	6,441	17%	--	--
Circulating, all subjects	29,751	80%	--	--
Unclassified (Tech. Shops)	1,065	3%	--	--
TOTAL ALL BOOKS	37,257	100%	--	--
General Works (A, Z)	1,434	4%	1,434	4%
Anthropology, History (C-G)	6,635	19%	6,619	19%
Education (L)	1,245	4%	1,209	4%
Fine Arts (M-N)	1,758	4%	1,747	5%
Language, Literature (P)	8,769	25%	8,706	26%
Military Science (U-V)	204	1%	195	1%
Philosophy, Religion (B)	1,817	5%	1,777	5%
Political Science, Law (J-K)	1,952	6%	1,928	6%
Science, Medicine (Q-S)	5,433	15%	4,505	13%
Social Sciences (H)	4,804	14%	4,801	14%
Technology (T)	1,114	3%	1,114	3%
TOTAL (Classified Only)*	35,162		34,035	

* Technical Library Reference not separated by subject.
COMMENTS: Although the collection appears to be skewed, it was reviewed by the Subcommittee on the Library and considered to be appropriate. Further comparison by credit hour production per courses will be done to analyze the collection.

CIRCULATION

Total circulation statistics, excluding reserve circulation, for print and non-print materials for 1992-93 are as follows:

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Junior College Library              9,317 items
Technical Library                   2,141 items
                                    -----------
TOTAL CIRCULATION BOTH LIBRARIES  11,458 items
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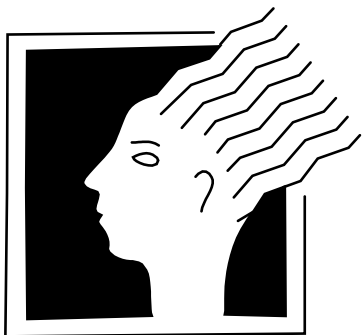
In addition, Reserve circulation records for both campuses are indicated below. Statistics on Reserve circulation in the Junior College Library were not maintained after Spring Semester (May) 1993. This change was made in anticipation of library automation. Further statistics on JC Library Reserve circulation were not considered to be necessary for specific management decisions.

Semester 1992-93	Jr. College	Tech. Lib.	TOTAL
Fall	3,437	1,080	4,517
Spring	2,654	739	3,393
Summer	NOT KEPT	602	602
TOTAL	6,091	2,421	8,512

**TOTAL CIRCULATION, INCLUDING RESERVES,
BOTH LIBRARIES, 1992-93=19,970**

Comparison of circulation records over time is difficult because of changes in recording methods. The circulation component of the Dynix system will improve the accuracy of future circulation reports.

Based on a total FTE of 4,232 for Fall Semester 1992, per capita total circulation for 1992-93 was 4.71 (compared to 6.47 for 1991-92). Circulation statistics, it should be noted, reflect use by faculty, staff, and members of the community as well as by students.

The art exhibition schedule for 1992-93 was somewhat more limited that usual. The first exhibit featured the posters of students from Vestavia Elementary School, who participated in a contest sponsored by the Library. The contest was offered in conjunction with the second art exhibit by Rick Vanderpool, entitled A Columbus Mosaic. Vanderpool's photography exhibit featured American images from U.S. cities named for Christopher Columbus. Vanderpool also provided a program for children at Vestavia Elementary School. Student work from Shelton State was featured in another art exhibit, while the watercolors of Kathy Bryars were featured in the last exhibit of the season.

The Subcommittee on the Library met in March 1993 to discuss the collection development plan, needs assessment for off-campus sites, and need for an additional professional librarian. The Subcommittee considered, in particular, the skewing of the collection toward certain subject areas and concluded that emphases in these subject areas were appropriate to demands in the area.

In addition, the Subcommittee recommended to the Dean of Academic Services that faculty liaisons be established in all subject areas to provide better faculty input to collection development. Initial steps were taken to appoint faculty, although the practice has not yet been implemented (budget limitations precluded much faculty involvement in 1992-93). Finally, the Subcommittee recommended that an additional professional librarian be hired. This recommendation was passed on to the Dean of Academic Services, who included it in his 1993-94 budget request. However, no new position was announced or filled for 1993-94.

At the request of the Vice President, the Director of Library Services developed procedures for compilation of a college-wide computer software directory. The directory was completed and distributed in Fall 1993. Plans are to update the directory on a semester basis.

Librarians were active in professional development projects

throughout the year. The Director served on a SACS Committee on
Reaffirmation for Brevard Community College, attended the ALA
Midwinter Conference, ALA Annual Conference, and, beginning April
1993, served as President of the Alabama Library Association.
Librarian Sully Cochrane visited a community college in Georgia to
gather information for new campus planning for audiovisual services;
Librarian Don Bell attended the ALA Annual Conference.

The AV computer database was completed and copies of subject
listings were distributed to faculty. An inter-campus delivery
system for audiovisual materials and equipment was developed by Sully
Cochrane.

Library information for inclusion in part-time and full-time
faculty handbooks was revised and submitted to the Dean of Academic
Services.

The Director reinstated the practice of monthly reviews with all
library faculty and staff members. The purpose of these reviews was
to allow the Director to touch base with each faculty or staff member,
review activities of the past month and set goals for the following
month.

In addition, a "Personal Performance Review" form and process
were used to supplement required evaluation procedures. This form
allowed each library employee to assess and provide a written record
of his/her own performance in relation to the college's goals and the
library's goals and to point out accomplishments of the preceding year.
The Director then provided written responses to each employee,
identifying strengths and weaknesses. In some cases, a second set of
written responses was made. The process was generally well-received
by library employees and will be continued in 1993-1994.

Related to this process was the distribution of "new rules," in
which library employees are given more responsibility for
problem-solving and other activities (see attachment). These changes
were discussed in a staff meeting during the summer semester.

The change from the quarter system to the semester system had a
more dramatic effect on library services than anticipated.
Specifically, the need for staffing increased due to the increased
turnover of students in the Library. Instead of needing assistance

every two and one-half hours, for example, students need assistance every hour on Monday, Wednesday, and Friday. Previously, Fridays were "light" days, but the semester system changed the dynamics of the work week so that there are no "light" days. In addition, reserve circulation decreased. This may be due to class scheduling affected by the semester system or to some other cause.

The Library lost two support staff members in July and September 1993. One position was filled in August and the other was to be filled as soon as possible.

LBS 101 AND LBS 102
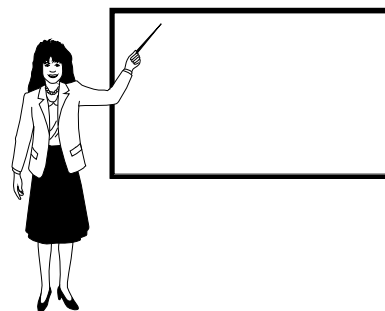
LBS classes continued to consume a great deal of time and energy on the part of the library faculty and staff during 1992-93. Three new part-time LBS instructors were trained and hired. A total of 1,188 students were taught in LBS 101 classes and a total of 920 students were taught in LBS 102 classes. Grade distributions ran as expected, with a slight decrease in the number of A's and an increase in the number of B's. This type of distribution was anticipated because of the nature of instruction, in which students may work together and may seek assistance from librarians when completing their work. Students who earned grades of F were found to be those who simply do not complete the exercises.

Course	Student Grades					
	A	B	C	D	F	WP
LBS 101	43%	15%	7%	3%	22%	10%
LBS 102	42%	18%	6%	2%	18%	13%

Because of scheduling problems and complaints, a correlation study was conducted to determine if, as reported in bibliographic

instruction research, there was a link between performance in library skills classes and performance in writing classes. This study showed no correlation for Shelton State students, so the requirement to link LBS and ENG sections was dropped. A specific report on this study is on file in the office of the Director.

Scheduling since that time has been much easier and there has been almost no need to split classes. Management of classes and scheduling has become much easier. Related to this change, students who do not pass LBS 101 or LBS 102 may re-take the course and request a change-of-grade from "F" to "WP."

In connection with the LBS courses, students were surveyed as to their satisfaction and success with the UA and Tuscaloosa Public Library components of the LBS courses. Results were extremely positive, showing students to be highly satisfied with the instruction and to be meeting the course objectives. A copy of this report is on file in the office of the Director. As a result of end-of-semester discussion among all LBS instructors, the need to reshelve reference books on a more timely basis was identified. A schedule was developed so that student assistants would keep books reshelved while students are completing LBS exercises.

Another change implemented in the LBS courses was to eliminate the pass/fail requirement to attend the UA session. In order to pass either LBS 101 or LBS 102, students are required to complete the UA exercise, even though they may have missed the UA session, which is 30 points of the 100 point exercise.

LIBRARY EVALUATION

The annual library evaluation was conducted during the month of April 1993. A total of 116 students and 43 faculty, from both campuses, completed surveys. In general, satisfaction ratings were above average in all areas, as indicated by both faculty and students. A complete report is on file in the office of the Director.

During the week of March 22-26, 1993, a use study was conducted in the Technical Library on the Fifteenth Street Campus. Results, which were tallied by Lori Carver, indicate that the primary users of the Technical Library were students in the LPN program. Prime attendance periods were Tuesday and Wednesday mornings (especially between 8:00 a.m. and 11:00 a.m.) On no days during the study was attendance above 5 in the late afternoons. The major reason for library use indicated by students was "course work," followed by "research paper." Further details are available in the report, filed in the office of the Director. Actions have been taken to address concerns raised by the results. For example, late afternoon hours have been eliminated.

Goals for 1993-94 are included in the annual unit plan.